



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Program Specialist 2 [Classified Competitive]			Salary (P21) \$51,529.54-\$72,953.46 / 01-10
Posting Number 194-15	Position Number 908547	Number of Positions 1	Posting Period * From: 12/31/15 To: 1/14/16
Location: Division HIV, STD and TB Services Fiscal and Grants Management 50 East State St., 3rd Floor Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>Under the direction of a Program Specialist 4, conducts site visits for the purpose of monitoring programmatic compliance with Attachment C terms and conditions, and NJDOH guidelines and Standard Operating Procedures. Prepares related reports containing findings, conclusions, and recommendations as a result of required site visits. Provide and coordinate technical assistance to grantees to assist in correcting emerging or existing programmatic issues. Identify grantees in distress and recommend "red flag status" to Supervisor, Service Directors, Fiscal Director, and Assistant Commissioner. Reviews grant applications using SAGE for programmatic appropriateness. Reviews budget revisions and consistently monitors expenditure and other reporting forms as it pertains to programmatic activities. Negotiate Attachment Cs with the applicant/grantee to ensure that each programmatic objective is specific to the grant, measurable, meets the definition of a funded intervention, and is obtainable during the funding period. Provide the grantee ongoing guidance throughout the grant period. Completes required reports and maintain essential documents/files that impact programmatic activities. Serve as a representative of the Health Department at various collaborations and HIV Planning Group Meetings throughout the state.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree</p> <p>EXPERIENCE: Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.</p> <p>NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.</p> <p>NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.</p> <p>LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Donna Wagner, Administrative Assistant 2 HIV, STD and TB Services Reference Posting #194-15 New Jersey Department of Health PO Box 363 Trenton, NJ 08625-0363		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTHIVAIDS@doh.state.nj.us * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**